## The Town of Killingly Parks and Recreation Department Refund Policy

**Please Note:** Refunds or Credits will not be given for any other reasons other than what is documented below.

## Refunds are given for the following:

- 1. Full Refunds are given for canceled programs due to lack of enrollment.
- 2. Full Refunds are given prior to a program for documented medical reasons.
- 3. Once a program has begun, partial refunds may be granted for special circumstances at the discretion of the director. A ten-dollar administrative fee will be charged on refunds granted.

## Trips: Refund and Cancellation Policy

Refunds are given if these stipulations are met.

- 1. There are people on the wait list that will take your seat.
- 2. Cancellation is made more than 2 weeks prior to the trip.
- 3. Refunds are also given for documented medical reasons for the person affected and their minor dependent scheduled to attend.

## **Credits for Trip and Programs**

- 1. Credits or make up dates are given for canceled classes and trips due to inclement weather.
- 2. Credits may be granted for documented medical reasons.

**Please note:** Killingly Parks and Recreation is not responsible for notifying participants of program start dates and times after registration has been completed.

\*\*\*Policies and Procedures are subject to change at the director's discretion.